

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers

DATE: March 8, 2010

FROM: Marc A. Leonetti, State Controller

**SUBJECT: UNCOLLECTIBLE ACCOUNTS AS OF JUNE 30, 2010
CFO 10-10**

Please forward a list of uncollectible accounts and the detail of collection procedures on or before April 7, 2010 to:

**Office of Accounts & Control
One Capitol Hill
Providence, RI 02908-5883
Attn: Alicia Araujo**

On May 12, 2010, my office will meet with each agency that submitted a request for accounts to be written off. The purpose of this meeting is for each agency to present their accounts and to answer questions.

Form AR-1 is to be used to report uncollectible accounts. This form is available on the controller's website: <http://controller.doa.state.ri.us>, click on the link for "forms" then "accounting forms".

Upon completion of all necessary forms, please obtain the signature of your department/agency director and submit to Alicia Araujo on or before the deadline.

You may contact Alicia at 222-6407 or Aliciaa@gw.doa.state.ri.us with any questions. **If you do not have uncollectible accounts, you must submit an email to Alicia stating that your agency has no requests for write offs.**